

## SCHOOL OF LAW

### LAW LIBRARY

#### 515.01 Administrative Correspondence and Reference File

Dates: 1972 -  
Volume: 17 1/4 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical/Chronological

This record series contains the Law Library's administrative correspondence and reference file, consisting of correspondence within the Law School, with the university, and with professional associations such as the American Association of Law Libraries, a chronological file of all correspondence sent out cross-referenced with its subject category; the gift file, thanking people for gifts donated to the Law Library; publication series such as a bibliography on water-related legal information; statistical information gathered for various reports; a Morris Library file containing copies of minutes, newsletters, procedures and schedule of hours; and class materials such as student attendance sheets, master copies of final exams and handouts.

This item supersedes State Records Application 87-63, item 730, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any material possessing long term historical value (minutes of meetings, policy formulation correspondence, significant department reports, etc.) and transfer these records to the University Archives for permanent retention. Records which do not possess any historical value are to be disposed of.

#### 515.02 Legal Research Service File

Dates: 1982 - 1985  
Volume: 3/4 Cu. Ft.

Annual Accumulation: N/A

Arrangement: Chronological

This record series contains the legal research service offered by the Law Library for a limited time. These records have been retained to serve as a guideline should the service be offered again. This file contains vouchers to pay students for doing the research, invoice vouchers sent to bill lawyers for the contractual service rendered, collection reports to the Bursar and a ledger showing the name of the person doing the research, the name of the attorney requesting the research service, the amount due and the date.

This item supersedes State Records Application 87-63, item 731, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain until administrative use has expired, then dispose of.

### **515.03 Photocopying Records**

Dates: 1984 -

Volume: 3 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: Alphabetical by name of account

This record series contains the photocopying charge accounts that private attorneys, law school faculty and law school student organizations have with the Law Library.

This item supersedes State Records Application 87-63, item 732, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**515.04 Personnel Files (Duplicates)**

Dates: 1973 -  
Volume: 2 1/4 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name

This record series contains faculty, civil service employees and student workers personnel files for the Law Library at the SIU School of Law. A faculty file would contain appointment papers, salary increases, promotion/tenure documents, publications and information of status as either law library faculty, law school faculty or both. The civil service and student worker file would contain hiring papers, changes in salary and sick or vacation leave information.

This item supersedes State Records Application 87-63, item 733, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain five (5) years after separation from employment, then dispose of provided no litigation is pending or anticipated.

**515.05 Budget Records (Duplicates)**

Dates: 1972 -  
Volume: 9 Cu. Ft.  
Annual Accumulation: 1/2 Cu. Ft.  
Arrangement: Chronological

This record series contains travel vouchers, purchase requisitions, invoice vouchers, student wage and staff payroll transmittals and distribution records. Original records are maintained by Purchasing and Disbursement.

This item supersedes State Records Application 87-63, item 734, to provide for the incorporation of the file series into this

revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**515.06 Fringe Benefit Records (Duplicates)**

Dates: 1983 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Chronological

This record series contains timekeeping records and fringe benefit records for the Law Library staff used to verify information from Payroll, where the original records are maintained.

This item supersedes State Records Application 87-63, item 735, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**515.07 Blanket Purchase Orders**

Dates: 1982 -  
Volume: 15 Cu. Ft.  
Annual Accumulation: 3 Cu. Ft.  
Arrangement: Chronological/Alphabetical

This record series contains the documents for transactions under the blanket purchase orders which are used to purchase books, subscriptions to serials or have books bound without having to send in a separate purchase order for each item.

This item supersedes State Records Application 87-63, item 736, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**515.08 Acquisitions Correspondence File**

Dates: 1980 -  
Volume: 6 Cu. Ft.  
Annual Accumulation: 1 Cu. Ft.  
Arrangement: Alphabetical by name

This record series contains correspondence on problems with invoices or returning books.

This item supersedes State Records Application 87-63, item 737, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years, then dispose of provided all administrative value has expired.

**515.09 Federal Depository Account**

Dates: 1982 -  
Volume: Negligible  
Annual Accumulation: Negligible  
Arrangement: Numerical by U.S. government item number

Since the Law Library is designated as a Federal Depository for federal government publications, the Law Library maintains this card file of publications received and on file.

This item supersedes State Records Application 87-63, item 738, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain for five (5) years after item is discontinued or cancelled, then dispose of.

**515.10 Completed Book Order File**

Dates: 1977 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by vendor,  
then by title

The Acquisitions Section of the Law Library closes out all books ordered every six months, re-ordering if the book is still needed and available for purchase. The file is maintained as a record of books ordered and received by the Law Library. Each slip shows the title, author, ISBN number, the date ordered, the date received, the vendor name and the price paid.

This item supersedes State Records Application 87-63, item 739, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**515.11 Illinois Supreme Court Records and Briefs (Duplicates)**

Dates: 1973 -  
Volume: 4,672 Cu. Ft.  
Annual Accumulation: 246 Cu. Ft.  
Arrangement: Numerical by docket number

This record series consists of copies of legal records and briefs received from the Illinois Supreme Court (Clerk of the Court) and derived from cases that went to opinion, capital cases, and petitions for leave to appeal. These documents are used by faculty, students, Legal Clinic staff and members of the general legal community in researching various decisions. These documents do not appear in editions of "Illinois Reports".

This item supersedes State Records Application 87-63, item 739A, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Microfilm all hard copy as processed, then dispose of original paper. All record series microforms are to be retained by the School of Law permanently.

#### **515.12 Financial Acquisition Reports (Originals)**

Dates: 1990-

Volume: 2 Cubic Feet

Annual Accumulation: Negligible

Arrangement: Chronological by year

This record series consists of financial ledgers which indicate miscellaneous acquisitions by the School Law Library. Ledgers include Encumbrance Registers, Invoice Registers, Invoice Summaries, and Posting Registers. (Documents are generated by the University's automated acquisition system. However, the official media is maintained in hard copy format). The University's Purchasing Office maintains "Purchase Order Files" for six (6) years following completion of order per item 200.04 of application 87-66. The State Comptroller's Office maintains original Purchase Orders for ten (10) years per item 1 of application 90-86.

**Recommendation:** Retain for six (6) years in office, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.